

Hurricane Harvey ESF 10 Environmental Threat Removal Guide

Duties and Responsibilities

ESF 10 ICP FSC

- Manage overall visibility of Disaster Project cost ceiling across all Branches
- Coordinate with UC to determine ATP approval

ESF 10 ICP FOSCR

- Manage overall visibility of Disaster Project cost ceiling across all Branch ATPs
- Maintain single point coordination with NPFC and SILC
- Coordinate with Branch Lead FOSCRs to initiate ATP authorization

Branch Lead FOSCR

- Coordinate with Branch director to initiate ATP
- Conduct overall management of ATP packages within respective Branch

Branch Field Response Team (FRT)

- Identify targets that require removal. Coordinate with DIVS or Branch Director to coordinate response.
- Receive ATP from Branch Director.
 - Conduct contractor monitoring and safety oversight of removal operations and photo documentation.
 - Document contractor time, equipment and personnel on ICS-214 on a daily basis for each ATP project.
 - Issue hard copy of ATP to contractor

Procedures

- Branch FRTs identifies targets that require removal and coordinates with Branch DIVs or Branch Director to initiate ATP approval.
- Branch Director coordinates with contractor for removal operations and determines ceiling amount.
- Branch Director generates 213-RR and coordinates with ESF 10 ICP FOSCR/ FSC for ATP approval. Retain a copy of the 213-RR for the project folder and send one to the ESF 10 ICP Finance Section Chief.
- ATP Approved
- Branch Lead FOSCR assigns a unique ATP Branch Removal Designator (BRD). The ATP Branch removal designator will be used to tack the ATP throughout the duration of the removal project. The following naming convention shall be used:
 - ALPHA "A" Branch – A001, A002, A003.....
 - BRAVO "B" Branch – B001, B002, B003.....
 - CHARLEY "C" Branch – C001, C002, C003.....
- Branch Director coordinates ATP issuance and oversight of the project in accordance with approved ESF 10 vessel pollution removal protocol.
- Branch Lead FOSCR will generate the physical ATP and C2OIX ATP message; make two copies of the ATP for the field team and have the contractors sign. One copy will be retained for the project folder and other for the contractor.
- Branch FRTs shall gather documentation of contractor resources and activities (personnel on scene, list of equipment, time on scene and where work is conducted), captured on ICS 214 and document all targets removed on the "Threat Removal Tracker". Photo document target removal

in various stages (sunk/displaced, partially removed, removed at staging, any pollution associated with the target).

- Branch Lead FOSCR/FRTs coordinate with contractor to receive dailies and final invoice
- Branch Lead FOSCR initiates and maintains CG-5136 E Workbooks from the NPFC website for each BRD to monitor cost documentation.
 - Utilize the following naming convention for the workbooks
 - DPN_BRD example: D17BA1_A001
 - Update below items on Project Summary sheet to reflect the following
 - Change FPN to DPN- (Insert DPN)
 - Insert the ATP BRD in the name block
 - Change FPN Ceiling to ATP Ceiling –Insert ATP ceiling amount
 - Log USCG personnel working the assigned project within the appropriate workbook; total hours shall reflect zero. USCG personnel hours shall be accounted for with the Branch cost documentation unit.
- Branch Lead FOSCR develops 6-part folder for each BRD
 - Part 1 – CG Messages
 - Part 2 – ATP message signed by the contractor, signed HAZMAT Manifest, 213-RR
 - Part 3 – CG Dailies
 - Part 4 – Contractor Dailies
 - Part 5 – Certified Final invoice
 - Part 6 – Threat Removal Tracker (see attachment 1)
- Branch Lead FOSCR will ensure that the obligated ATP costs are captured on the Alpha Branch Master CG-5136 E and submitted to the FSC on a daily basis.
- After final invoice has been received the Branch Lead FOSCR will stamp received on the invoice and compares the dailies to the invoice then certify the invoice. The invoice must be submitted to Shore Infrastructure Logistics Center (SILC) within 10 days. Maintain a copy of the certified invoice in the six-part folder.
- After the final invoice is certified the ATP project folder should be maintained with the FSC.
- Branch Director coordinates to close target in Response Manager.

Acronyms

ATP	Authorization to Proceed
BRD	Branch Removal Designator
ESF	Emergency Support Function
FOSCR	Federal On-Scene Coordinator
FSC	Finance Section Chief
ICP	Incident Command Post

Attachments:

- Attachment 1-Threat Removal Tracker
- Attachment 2 –Example C2OIX Message
- Attachment 3 – Response Manager Target Closure Process